

# PLYMOUTH OUTDOOR FACILITY USE REQUEST FORM

## Ballfields & Multi-use Fields

### Plymouth Parks & Recreation

3400 Plymouth Blvd

Plymouth, MN 55447

Phone: 763-509-5200 Fax: 763-509-5207

Group/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Type of Event \_\_\_\_\_

Purpose \_\_\_\_\_

Date(s) \_\_\_\_\_

Will food or merchandise be sold? \_\_\_\_\_ Yes \_\_\_\_\_ No If food will be sold, you must have proper licensing from Hennepin County Environmental Health Services, 612-543-5200.

Park or School Name \_\_\_\_\_

Facility/Field \_\_\_\_\_

(Softball/baseball fields: \$25/hour, \$99/day Football/soccer fields: \$31/hour, \$127/day)

Beginning Time \_\_\_\_\_ a.m./p.m. End Time \_\_\_\_\_ a.m./p.m.

Lights On (if needed) \_\_\_\_\_ p.m. Lights Off \_\_\_\_\_ p.m. (\$30/hour for practices & tournaments)

Special Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number attending: Seniors \_\_\_\_\_ Adults \_\_\_\_\_ Youth \_\_\_\_\_ Preschool \_\_\_\_\_

- All Facility Use Requests should be made in writing no less than 14 days in advance of the event.
- You will receive a Facility Use Permit/Contract by mail or fax confirming your event. Please bring this permit with you to the fields.
- To avoid charges, facility cancellations should be made 1 week in advance of the reservation.

I have received and reviewed "Community Use of Plymouth Recreation Facilities." I/we understand that I/we are responsible for all the policies in the guide as well as any fees incurred by my group.

Signature of Person Responsible for Event \_\_\_\_\_

Date \_\_\_\_\_



Plymouth parks are tobacco-free!